

Our Mission Statement:
"Working in our district so people with learning disabilities
can change their community"



Tunbridge Wells District Partnership Group
(TWDPG)

Job Role: Coordinator

Salary: £12.50 per hour

Hours: 12 hours weekly – flexible

Coordinator Accountable to: The Governance Group, Chair

Job Purpose Summary: Ensure the smooth running of TWDPG and delivering the two year annual plan for the organisation.

Closing Date: Friday 20th May, 5pm.

Contact: ian.twdpg@gmail.com

To Apply: Please email your CV, including contact details for two referees (we will not be seeking references until a job offer is made) and a covering letter (no more than 2 A4 pages) stating why you think you are suitable for the job.

Key Responsibilities:

- Networking with existing contacts and liaising with other local organisations and encouraging them to work with the TWDPG to deliver better opportunities for people with disabilities and their families
- Delivering the two year plan
- Overseeing the running of all the current projects of TWDPG, alongside enabling new projects
- Managing the staff and volunteers
- Have oversight, alongside the treasurer, for finances and fundraising
- Any other appropriate tasks which might include development, event management and PR

Office location:

Mixture of office-based and home-based working

Person Specification:

You will be/have:

Essential

- Highly motivated, well organised, flexible and approachable
- Able to work independently but also in effective partnership with a decision making group and partner agencies
- Excellent interpersonal skills including communication & IT

- Able to travel about the borough & county in a timely manner
- Able to support and empower people with disabilities
- Sound track record of collaboration and effective partnership
- Committed to making a difference

Desirable

- Experience supporting people with disabilities
- Knowledge of community organisations and other agencies in the Tunbridge Wells borough
- Track record of community engagement, development, consultation, PR or event management
- Car driver with access to transport
- Health and Social Care Qualification and/or Management Qualification

Please Note:

Applicants should preferably have an understanding and knowledge of the government white paper Valuing People Now [VPN] which gives people with a learning disability greater choice and control over their lives through the District Partnership Groups.

This post, involving work with vulnerable adults, is subject to an Enhanced CRB disclosure and satisfactory references.